

Application for Federal Assistance SF-424

*** 1. Type of Submission:**

- ☐ Preapplication
☒ Application
☐ Changed/Corrected Application

*** 2. Type of Application:**

- ☒ New
☐ Continuation
☐ Revision

*** If Revision, select appropriate letter(s):**

*** Other (Specify)**

*** 3. Date Received:**

4. Applicant Identifier:

5a. Federal Entity Identifier:

*** 5b. Federal Award Identifier:**

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*** a. Legal Name:**

Washington, County of

*** b. Employer/Taxpayer Identification Number (EIN/TIN):**

39-6005754

*** c. Organizational DUNS:**

052389079

d. Address:

*** Street1:**

333 E. Washington St., Suite 2300

Street2:

P.O. Box 2003

*** City:**

West Bend

County:

Washington

*** State:**

WI

Province:

-

*** Country:**

USA: UNITED STATES

*** Zip / Postal Code:**

53095-2003

e. Organizational Unit:

Department Name:

Planning and Parks Dept.

Division Name:

Planning Division

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

Ms.

*** First Name:**

Debora

Middle Name:

Margaret

*** Last Name:**

Sielski

Suffix:

Title:

Deputy Planning and Parks Administrator

Organizational Affiliation:

Washington County, Wisconsin

*** Telephone Number:**

262.335.4772

Fax Number:

262.335.6868

*** Email:**

deb.sielski@co.washington.wi.us

Application for Federal Assistance SF-424

9. Type of Applicant 1: Select Applicant Type:

County Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

* Other (specify):

*** 10. Name of Federal Agency:**

U.S. Environmental Protection Agency

11. Catalog of Federal Domestic Assistance Number:

66.818

CFDA Title:

Coalition Assessment Grant for Hazardous Substance and Petroleum Brownfields

*** 12. Funding Opportunity Number:**

EPA-OSWER-OBLR-13-05

* Title:

FY 2014 Guidelines for Brownfield Assessment Grants

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

Washington County, WI, Cities of West Bend and Hartford, Villages of Kewaskum, Jackson, Slinger, Richfield, Germantown and Newburg and Towns of Addison, Barton, Erin, Farmington, Germantown, Hartford, Jackson, Kewaskum, Polk, Trenton, Wayne and West Bend.

*** 15. Descriptive Title of Applicant's Project:**

Coalition Assessment Grant for Hazardous Substance and Petroleum Brownfields - Washington County, WI - FY 2014

Attach supporting documents as specified in agency instructions.

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant WI-005	* b. Program/Project WI-005
Attach an additional list of Program/Project Congressional Districts if needed. <div style="border: 1px solid black; height: 20px; width: 100%;"></div>	
17. Proposed Project:	
* a. Start Date: 10/01/14	* b. End Date: 09/30/17
18. Estimated Funding (\$):	
* a. Federal \$600,000.00 * b. Applicant * c. State * d. Local IN KIND - \$62,463.10 * e. Other * f. Program Income * g. TOTAL	
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process? <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <div style="border: 1px solid black; width: 100px; height: 15px;"></div> <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.) Applicant Federal Debt Delinquency Explanation <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001) <input checked="" type="checkbox"/> ** I AGREE <small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: Mr.	* First Name: Herbert
Middle Name: John	
* Last Name: Tennies	
Suffix:	
* Title: Washington County Chairperson	
* Telephone Number: 262.335.4307	Fax Number: 262.306.2201
* Email: herb.tennies@co.washington.wi.us	
* Signature of Authorized Representative: 	* Date Signed: 07/08/14 7/8/14

Application for Federal Assistance SF-424

*** Applicant Federal Debt Delinquency Explanation**

The following field should contain an explanation if the Applicant organization is delinquent on any Federal Debt. Maximum number of characters that can be entered is 4,000. Try and avoid extra spaces and carriage returns to maximize the availability of space.

None.

Item:	Entry:
1.	<p>Type of Submission: (Required): Select one type of submission in accordance with agency instructions.</p> <ul style="list-style-type: none"> • Pre-application • Application • Changed/Corrected Application – If requested by the agency, check if this submission is to change or correct a previously submitted application. Unless requested by the agency, applicants may not use this to submit changes after the closing date.
2.	<p>Type of Application: (Required) Select one type of application in accordance with agency instructions.</p> <ul style="list-style-type: none"> • New – An application that is being submitted to an agency for the first time. • Continuation -An extension for an additional funding/budget period for a project with a projected completion date. This can include renewals. • Revision -Any change in the Federal Government’s financial obligation or contingent liability from an existing obligation. If a revision, enter the appropriate letter(s). More than one may be selected. If "Other" is selected, please specify in text box provided. <p>A. Increase Award B. Decrease Award C. Increase Duration D. Decrease Duration E. Other (specify)</p>
3.	<p>Date Received: Leave this field blank. This date will be assigned by the Federal agency.</p>
4.	<p>Applicant Identifier: Enter the entity identifier assigned buy the Federal agency, if any, or the applicant’s control number if applicable.</p>
5a.	<p>Federal Entity Identifier: Enter the number assigned to your organization by the Federal Agency, if any.</p>
5b.	<p>Federal Award Identifier: For new applications leave blank. For a continuation or revision to an existing award, enter the previously assigned Federal award identifier number. If a changed/corrected application, enter the Federal Identifier in accordance with agency instructions.</p>
6.	<p>Date Received by State: Leave this field blank. This date will be assigned by the State, if applicable.</p>
7.	<p>State Application Identifier: Leave this field blank. This identifier will be assigned by the State, if applicable.</p>
8.	<p>Applicant Information: Enter the following in accordance with agency instructions:</p> <ol style="list-style-type: none"> Legal Name: (Required): Enter the legal name of applicant that will undertake the assistance activity. This is that the organization has registered with the Central Contractor Registry. Information on registering with CCR may be obtained by visiting the Grants.gov website. Employer/Taxpayer Number (EIN/TIN): (Required): Enter the Employer or Taxpayer Identification Number (EIN or TIN) as assigned by the Internal Revenue Service. If your

	<p>organization is not in the US, enter 44-4444444.</p> <p>c. Organizational DUNS: (Required) Enter the organization's DUNS or DUNS+4 number received from Dun and Bradstreet. Information on obtaining a DUNS number may be obtained by visiting the Grants.gov website.</p> <p>d. Address: Enter the complete address as follows: Street address (Line 1 required), City (Required), County, State (Required, if country is US), Province, Country (Required), Zip/Postal Code (Required, if country is US).</p> <p>e. Organizational Unit: Enter the name of the primary organizational unit (and department or division, (if applicable) that will undertake the assistance activity, if applicable.</p> <p>f. Name and contact information of person to be contacted on matters involving this applicant required), organizational affiliation (if affiliated with an organization other on: Enter the name (First and last name than the applicant organization), telephone number (Required), fax number, and email address (Required) of the person to contact on matters related to this application.</p>
9.	<p>Type of Applicant: (Required) Select up to three applicant type(s) in accordance with agency instructions.</p> <p>A. State Government</p> <p>B. County Government</p> <p>C. City or Township Government</p> <p>D. Special District Government</p> <p>E. Regional Organization</p> <p>F. U.S. Territory or Possession</p> <p>G. Independent School District</p> <p>H. Public/State Controlled Institution of Higher Education</p> <p>I. Indian/Native American Tribal Government (Federally Recognized)</p> <p>J. Indian/Native American Tribal Government (Other than Federally Recognized)</p> <p>K. Indian/Native American Tribally Designated Organization</p> <p>L. Public/Indian Housing Authority</p> <p>M. Nonprofit</p> <p>N. Nonprofit</p> <p>O. Private Institution of Higher Education</p> <p>P. Individual</p> <p>Q. For-Profit Organization (Other than Small Business)</p> <p>R. Small Business</p> <p>S. Hispanic-serving Institution</p> <p>T. Historically Black Colleges and Universities (HBCUs)</p> <p>U. Tribally Controlled Colleges and Universities (TCCUs)</p> <p>V. Alaska Native and Native Hawaiian Serving Institutions</p> <p>W. Non-domestic (non-US) Entity</p> <p>X. Other (specify)</p>
10.	<p>Name Of Federal Agency: (Required) Enter the name of the Federal agency from which assistance is being requested with this application.</p>
11.	<p>Catalog Of Federal Domestic Assistance Number/Title: Enter the Catalog of Federal Domestic Assistance number and title of the program under which assistance is requested, as found in the program announcement, if applicable.</p>
12.	<p>Funding Opportunity Number/Title: (Required) Enter the Funding Opportunity Number and</p>

	title of the opportunity under which assistance is requested, as found in the program announcement.
13.	Competition Identification Number/Title: Enter the Competition Identification Number and title of the competition under which assistance is requested, if applicable. C. Increase Duration D. Decrease Duration E. Other (specify)
14.	Areas Affected By Project: List the areas or entities using the categories (e.g., cities, counties, states, etc.) specified in agency instructions. Use the continuation sheet to enter additional areas, if needed.
15.	Descriptive Title of Applicant's Project: (Required) Enter a brief descriptive title of the project. If appropriate, attach a map showing project location (e.g., construction or real property projects). For pre-applications, attach a summary description of the project.
16.	Congressional Districts Of: (Required) 16a. Enter the applicant's Congressional District, and 16b. Enter all District(s) affected by the program or project. Enter in the format: 2 characters State Abbreviation – 3 characters District Number, e.g., CA-005 for California 5th district, CA012 for California 12th district, NC-103 for North Carolina's 103rd district. • If all congressional districts in a state are affected, enter "all" for the district number, e.g., MD-all for all congressional districts in Maryland. • If nationwide, i.e. all districts within all states are affected, enter US-all. • If the program/project is outside the US, enter 00-000.
17.	Proposed Project Start and End Dates: (Required) Enter the proposed start date and end date of the project.
18.	Estimated Funding: (Required) Enter the amount requested or to be contributed during the first funding/budget period by each contributor. Value of in-kind contributions should be included on appropriate lines, as applicable. If the action will result in a dollar change to an existing award, indicate only the amount of the change. For decreases, enclose the amounts in parentheses.
19.	Is Application Subject to Review by State Under Executive Order 12372 Process? Applicants should contact the State Single Point of Contact (SPOC) for Federal Executive Order 12372 to determine whether the application is subject to the State intergovernmental review process. Select the appropriate box. If "a." is selected, enter the date the application was submitted to the State.
20.	Is the Applicant Delinquent on any Federal Debt? (Required) Select the appropriate box. This question applies to the applicant organization, not the person who signs as the authorized representative. Categories of debt include: But may not be limited to; delinquent audit disallowances, loans and taxes. If yes, include an explanation in an attachment.
21.	Authorized Representative: (Required) To be signed and dated by the authorized representative of the applicant organization. Enter the name (First and last name required) title (Required), telephone number (Required), fax number, and email address (Required) of the person authorized to sign for the applicant. A copy of the governing body's authorization for you to sign this application as the official representative must be on file in the applicant's office. (Certain Federal agencies may require that this authorization be submitted as part of the application.)

BUDGET INFORMATION - Non-Construction Programs

OMB Approval No. 0348-0044

SECTION A - BUDGET SUMMARY						
Grant Program Function or Activity (a)	Catalog of Federal Domestic Assistance Number (b)	Estimated Unobligated Funds		New or Revised Budget		
		Federal (c)	Non-Federal (d)	Federal (e)	Non-Federal (f)	Total (g)
1. Brownfield Assessment	66.818	\$	\$	\$ 600,000.00	\$	\$ 600,000.00
2.						0.00
3.						0.00
4.						0.00
5. Totals		\$ 0.00	\$ 0.00	\$ 600,000.00	\$ 0.00	\$ 600,000.00
SECTION B - BUDGET CATEGORIES						
6. Object Class Categories	GRANT PROGRAM, FUNCTION OR ACTIVITY				Total (5)	
	(1)	(2)	(3)	(4)		
a. Personnel	\$	\$	\$	\$	\$ 0.00	
b. Fringe Benefits					0.00	
c. Travel	5,300.00				0.00	
d. Equipment					0.00	
e. Supplies	3,200.00				0.00	
f. Contractual	591,500.00				0.00	
g. Construction					0.00	
h. Other					0.00	
i. Total Direct Charges (sum of 6a-6h)	600,000.00	0.00	0.00	0.00	0.00	
j. Indirect Charges					0.00	
k. TOTALS (sum of 6i and 6j)	\$ 600,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	
7. Program Income	\$	\$	\$	\$	\$ 0.00	

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Standard Form 424A (Rev. 7-97)
Prescribed by OMB Circular A-102

SECTION C - NON-FEDERAL RESOURCES					
(a) Grant Program	(b) Applicant	(c) State	(d) Other Sources	(e) TOTALS	
8. Brownfield Assessment Hazardous Substances and Petroleum In- +	\$ 40,183.75	\$	\$ 22,279.35	\$ 62,463.10	
9.				0.00	
10.				0.00	
11.				0.00	
12. TOTAL (sum of lines 8-11)	\$ 40,183.75	\$ 0.00	\$ 22,279.35	\$ 62,463.10	
SECTION D - FORECASTED CASH NEEDS					
	Total for 1st Year	1st Quarter	2nd Quarter	3rd Quarter	4th Quarter
13. Federal	\$ 200,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00	\$ 50,000.00
14. Non-Federal (In-kind)	20,821.00	5,205.25	5,205.25	5,205.25	5,205.25
15. TOTAL (sum of lines 13 and 14)	\$ 220,821.00	\$ 55,205.25	\$ 55,205.25	\$ 55,205.25	\$ 55,205.25
SECTION E - BUDGET ESTIMATES OF FEDERAL FUNDS NEEDED FOR BALANCE OF THE PROJECT					
(a) Grant Program	FUTURE FUNDING PERIODS (Years)				
	(b) First	(c) Second	(d) Third	(e) Fourth	
16. Brownfield Assessment Hazardous Substances and Petroleum In- +	\$ 200,000.00	\$ 200,000.00	\$	\$	
17.					
18.					
19.					
20. TOTAL (sum of lines 16-19)	\$ 200,000.00	\$ 200,000.00	\$ 0.00	\$ 0.00	
SECTION F - OTHER BUDGET INFORMATION					
21. Direct Charges:			22. Indirect Charges:		
23. Remarks:					

INSTRUCTIONS FOR THE SF-424A

Public reporting burden for this collection of information is estimated to average 180 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0044), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

General Instructions

This form is designed so that application can be made for funds from one or more grant programs. In preparing the budget, adhere to any existing Federal grantor agency guidelines which prescribe how and whether budgeted amounts should be separately shown for different functions or activities within the program. For some programs, grantor agencies may require budgets to be separately shown by function or activity. For other programs, grantor agencies may require a breakdown by function or activity. Sections A, B, C, and D should include budget estimates for the whole project except when applying for assistance which requires Federal authorization in annual or other funding period increments. In the latter case, Sections A, B, C, and D should provide the budget for the first budget period (usually a year) and Section E should present the need for Federal assistance in the subsequent budget periods. All applications should contain a breakdown by the object class categories shown in Lines a-k of Section B.

Section A. Budget Summary Lines 1-4 Columns (a) and (b)

For applications pertaining to a *single* Federal grant program (Federal Domestic Assistance Catalog number) and *not requiring* a functional or activity breakdown, enter on Line 1 under Column (a) the Catalog program title and the Catalog number in Column (b).

For applications pertaining to a *single* program *requiring* budget amounts by multiple functions or activities, enter the name of each activity or function on each line in Column (a), and enter the Catalog number in Column (b). For applications pertaining to multiple programs where none of the programs require a breakdown by function or activity, enter the Catalog program title on each line in *Column* (a) and the respective Catalog number on each line in Column (b).

For applications pertaining to *multiple* programs where one or more programs *require* a breakdown by function or activity, prepare a separate sheet for each program requiring the breakdown. Additional sheets should be used when one form does not provide adequate space for all breakdown of data required. However, when more than one sheet is used, the first page should provide the summary totals by programs.

Lines 1-4, Columns (c) through (g)

For new applications, leave Column (c) and (d) blank. For each line entry in Columns (a) and (b), enter in Columns (e), (f), and (g) the appropriate amounts of funds needed to support the project for the first funding period (usually a year).

For continuing grant program applications, submit these forms before the end of each funding period as required by the grantor agency. Enter in Columns (c) and (d) the estimated amounts of funds which will remain unobligated at the end of the grant funding period only if the Federal grantor agency instructions provide for this. Otherwise, leave these columns blank. Enter in columns (e) and (f) the amounts of funds needed for the upcoming period. The amount(s) in Column (g) should be the sum of amounts in Columns (e) and (f).

For supplemental grants and changes to existing grants, do not use Columns (c) and (d). Enter in Column (e) the amount of the increase or decrease of Federal funds and enter in Column (f) the amount of the increase or decrease of non-Federal funds. In Column (g) enter the new total budgeted amount (Federal and non-Federal) which includes the total previous authorized budgeted amounts plus or minus, as appropriate, the amounts shown in Columns (e) and (f). The amount(s) in Column (g) should not equal the sum of amounts in Columns (e) and (f).

Line 5 - Show the totals for all columns used.

Section B Budget Categories

In the column headings (1) through (4), enter the titles of the same programs, functions, and activities shown on Lines 1-4, Column (a), Section A. When additional sheets are prepared for Section A, provide similar column headings on each sheet. For each program, function or activity, fill in the total requirements for funds (both Federal and non-Federal) by object class categories.

Line 6a-i - Show the totals of Lines 6a to 6h in each column.

Line 6j - Show the amount of indirect cost.

Line 6k - Enter the total of amounts on Lines 6i and 6j. For all applications for new grants and continuation grants the total amount in column (5), Line 6k, should be the same as the total amount shown in Section A, Column (g), Line 5. For supplemental grants and changes to grants, the total amount of the increase or decrease as shown in Columns (1)-(4), Line 6k should be the same as the sum of the amounts in Section A, Columns (e) and (f) on Line 5.

Line 7 - Enter the estimated amount of income, if any, expected to be generated from this project. Do not add or subtract this amount from the total project amount, Show under the program

INSTRUCTIONS FOR THE SF-424A (continued)

narrative statement the nature and source of income. The estimated amount of program income may be considered by the Federal grantor agency in determining the total amount of the grant.

Section C. Non-Federal Resources

Lines 8-11 Enter amounts of non-Federal resources that will be used on the grant. If in-kind contributions are included, provide a brief explanation on a separate sheet.

Column (a) - Enter the program titles identical to Column (a), Section A. A breakdown by function or activity is not necessary.

Column (b) - Enter the contribution to be made by the applicant.

Column (c) - Enter the amount of the State's cash and in-kind contribution if the applicant is not a State or State agency. Applicants which are a State or State agencies should leave this column blank.

Column (d) - Enter the amount of cash and in-kind contributions to be made from all other sources.

Column (e) - Enter totals of Columns (b), (c), and (d).

Line 12 - Enter the total for each of Columns (b)-(e). The amount in Column (e) should be equal to the amount on Line 5, Column (f), Section A.

Section D. Forecasted Cash Needs

Line 13 - Enter the amount of cash needed by quarter from the grantor agency during the first year.

Line 14 - Enter the amount of cash from all other sources needed by quarter during the first year.

Line 15 - Enter the totals of amounts on Lines 13 and 14.

Section E. Budget Estimates of Federal Funds Needed for Balance of the Project

Lines 16-19 - Enter in Column (a) the same grant program titles shown in Column (a), Section A. A breakdown by function or activity is not necessary. For new applications and continuation grant applications, enter in the proper columns amounts of Federal funds which will be needed to complete the program or project over the succeeding funding periods (usually in years). This section need not be completed for revisions (amendments, changes, or supplements) to funds for the current year of existing grants.

If more than four lines are needed to list the program titles, submit additional schedules as necessary.

Line 20 - Enter the total for each of the Columns (b)-(e). When additional schedules are prepared for this Section, annotate accordingly and show the overall totals on this line.

Section F. Other Budget Information

Line 21 - Use this space to explain amounts for individual direct object class cost categories that may appear to be out of the ordinary or to explain the details as required by the Federal grantor agency.

Line 22 - Enter the type of indirect rate (provisional, predetermined, final or fixed) that will be in effect during the funding period, the estimated amount of the base to which the rate is applied, and the total indirect expense.

Line 23 - Provide any other explanations or comments deemed necessary.

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.


PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

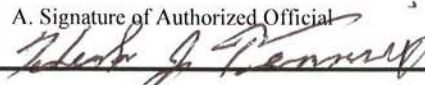
NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

- | | |
|--|---|
| <ol style="list-style-type: none"> 1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application. 2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives. 3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain. 4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency. 5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F). 6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794), which prohibits discrimination on the | <ol style="list-style-type: none"> basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. 3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application. 7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases. 8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. 1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds. |
|--|---|

<p>9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. 276a to 276a-7), the Copeland Act (40 U.S.C. 276c and 18 U.S.C. 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. 327-333), regarding labor standards for federally-assisted construction subagreement.</p> <p>10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.</p> <p>11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in flood plains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).</p>	<p>12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. 1271 et seq.) Related to protecting components or potential components of the national wild and scenic rivers system.</p> <p>13. Will assist the awarding agency in assuring compliance will Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-1 et seq.).</p> <p>14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.</p> <p>15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) Pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.</p> <p>16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4801 et seq.) Which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.</p> <p>17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."</p> <p>18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.</p>
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Washington County Chairperson	
APPLICANT ORGANIZATION Planning and Parks Dept., Washington Co., WI	DATE SUBMITTED 07/08/14	

<p align="center">Preward Compliance Review Report for All Applicants and Recipients Requesting EPA Financial Assistance Note: Read instructions on other side before completing form.</p>		
I.	Applicant/Recipient (Name, Address, State, Zip Code) Washington Co- Planning and Parks Department, 333 E. Washington St, Suite 230D, West Bend, WI 53095	DUNS No. 052389079
II.	Is the applicant currently receiving EPA assistance? Yes • Safe Drinking Water-Transient Water Testing Targeted Runoff management Grant • DATCP Soil & Water Resource management Grant	
III.	List all civil rights lawsuits and administrative complaints pending against the applicant/recipient that allege discrimination based on race, color, national origin, sex, age, or disability. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) none pending	
IV.	List all civil rights lawsuits and administrative complaints decided against the applicant/recipient within the last year that allege discrimination based on race, color, national origin, sex, age, or disability and enclose a copy of all decisions. Please describe all corrective action taken. (Do not include employment complaints not covered by 40 C.F.R. Parts 5 and 7. See instructions on reverse side.) none	
V.	List all civil rights compliance reviews of the applicant/recipient conducted by any agency within the last two years and enclose a copy of the review and any decisions, orders, or agreements based on the review. Please describe any corrective action taken. (40 C.F.R. § 7.80(c)(3)) none	
VI.	Is the applicant requesting EPA assistance for new construction? If no, proceed to VII; if yes, answer (a) and/or (b) below. Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> a. If the grant is for new construction, will all new facilities or alterations to existing facilities be designed and constructed to be readily accessible to and usable by persons with disabilities? If yes, proceed to VII; if no, proceed to VI(b). Yes <input type="checkbox"/> No <input type="checkbox"/> b. If the grant is for new construction and the new facilities or alterations to existing facilities will not be readily accessible to and usable by persons with disabilities, explain how a regulatory exception (40 C.F.R. § 7.70) applies. Yes <input type="checkbox"/> No <input type="checkbox"/>	
VII.*	Does the applicant/recipient provide initial and continuing notice that it does not discriminate on the basis of race, color, national origin, sex, age, or disability in its programs or activities? (40 C.F.R. § 5.140 and § 7.95) Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> a. Do the methods of notice accommodate those with impaired vision or hearing? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> b. Is the notice posted in a prominent place in the applicant's offices or facilities or, for education programs and activities, in appropriate periodicals and other written communications? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> c. Does the notice identify a designated civil rights coordinator? Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
VIII.*	Does the applicant/recipient maintain demographic data on the race, color, national origin, sex, age, or handicap of the population it serves? (40 C.F.R. § 7.85(a)) Yes	
IX.*	Does the applicant/recipient have a policy/procedure for providing access to services for persons with limited English proficiency? (40 C.F.R. Part 7, E.O. 13166) Yes	
X.*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it designated an employee to coordinate its compliance with 40 C.F.R. Parts 5 and 7? Provide the name, title, position, mailing address, e-mail address, fax number, and telephone number of the designated coordinator. Sandy Weiland, Interim Human Resources Director 432 E Washington St., West Bend, WI 53095 262-335-4330	
XI*	If the applicant/recipient is an education program or activity, or has 15 or more employees, has it adopted grievance procedures that assure the prompt and fair resolution of complaints that allege a violation of 40 C.F.R. Parts 5 and 7? Provide a legal citation or Internet address for, or a copy of, the procedures. Section 7.07 and Section 7.01 of the Washington County Code of Ordinances	
<p align="center">For the Applicant/Recipient</p> <p>I certify that the statements I have made on this form and all attachments thereto are true, accurate and complete. I acknowledge that any knowingly false or misleading statement may be punishable by fine or imprisonment or both under applicable law. I assure that I will fully comply with all applicable civil rights statutes and EPA regulations.</p>		
A. Signature of Authorized Official 		B. Title of Authorized Official Washington County Chairperson
		C. Date 07/08/14
<p align="center">For the U.S. Environmental Protection Agency</p> <p>I have reviewed the information provided by the applicant/recipient and hereby certify that the applicant/recipient has submitted all preaward compliance information required by 40 C.F.R. Parts 5 and 7; that based on the information submitted, this application satisfies the preaward provisions of 40 C.F.R. Parts 5 and 7; and that the applicant has given assurance that it will fully comply with all applicable civil rights statutes and EPA regulations.</p>		
A. Signature of Authorized EPA Official		B. Title of Authorized EPA Official
		C. Date

See ** note on reverse side

Instructions for EPA FORM 4700-4 (Rev. 04/2009)

General

Recipients of Federal financial assistance from the U.S. Environmental Protection Agency must comply with the following statutes and regulations.

Title VI of the Civil Rights Acts of 1964 provides that no person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. The Act goes on to explain that the statute shall not be construed to authorize action with respect to any employment practice of any employer, employment agency, or labor organization (except where the primary objective of the Federal financial assistance is to provide employment).

Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act provides that no person in the United States shall on the ground of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under the Federal Water Pollution Control Act, as amended. Employment discrimination on the basis of sex is prohibited in all such programs or activities.

Section 504 of the Rehabilitation Act of 1973 provides that no otherwise qualified individual with a disability in the United States shall solely by reason of disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Employment discrimination on the basis of disability is prohibited in all such programs or activities.

The Age Discrimination Act of 1975 provides that no person on the basis of age shall be excluded from participation under any program or activity receiving Federal financial assistance. Employment discrimination is not covered. Age discrimination in employment is prohibited by the Age Discrimination in Employment Act administered by the Equal Employment Opportunity Commission.

Title IX of the Education Amendments of 1972 provides that no person in the United States on the basis of sex shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance. Employment discrimination on the basis of sex is prohibited in all such education programs or activities. Note: an education program or activity is not limited to only those conducted by a formal institution.

40 C.F.R. Part 5 implements Title IX of the Education Amendments of 1972.

40 C.F.R. Part 7 implements Title VI of the Civil Rights Act of 1964, Section 13 of the 1972 Amendments to the Federal Water Pollution Control Act, and Section 504 of The Rehabilitation Act of 1973.

The Executive Order 13166 (E.O. 13166) entitled; "Improving Access to Services for Persons with Limited English Proficiency" requires Federal agencies work to ensure that recipients of Federal financial assistance provide meaningful access to their LEP applicants and beneficiaries.

Items

"Applicant" means any entity that files an application or unsolicited proposal or otherwise requests EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Recipient" means any entity, other than applicant, which will actually receive EPA assistance. 40 C.F.R. §§ 5.105, 7.25.

"Civil rights lawsuits and administrative complaints" means any lawsuit or administrative complaint alleging discrimination on the basis of race, color, national origin, sex, age, or disability pending or decided against the applicant and/or entity which actually benefits from the grant, but excluding employment complaints not covered by 40 C.F.R. Parts 5 and 7. For example, if a city is the named applicant but the grant will actually benefit the Department of Sewage, civil rights lawsuits involving both the city and the Department of Sewage should be listed.

"Civil rights compliance review" means any review assessing the applicant's and/or recipient's compliance with laws prohibiting discrimination on the basis of race, color, national origin, sex, age, or disability.

Submit this form with the original and required copies of applications, requests for extensions, requests for increase of funds, etc. Updates of information are all that are required after the initial application submission.

If any item is not relevant to the project for which assistance is requested, write "NA" for "Not Applicable."

In the event applicant is uncertain about how to answer any questions, EPA program officials should be contacted for clarification.

* Questions VII – XI are for informational use only and will not affect an applicant's grant status. However, applicants should answer all questions on this form. (40 C.F.R. Parts 5 and 7).

** Note: Signature appears in the Approval Section of the EPA Comprehensive Administrative Review For Grants/Cooperative Agreements & Continuation/Supplemental Awards form.

Approval indicates, in the reviewer's opinion, questions I – VI of Form 4700-4 comply with the preaward administrative requirements for EPA assistance.

"Burden Disclosure Statement"

EPA estimates public reporting burden for the preparation of this form to average 30 minutes per response. This estimate includes the time for reviewing instructions, gathering and maintaining the data needed and completing and reviewing the form. Send comments regarding the burden estimate, including suggestions for reducing this burden, to U.S. EPA, Attn: Collection Strategies Division (MC 2822T), Office of Information Collection, 1200 Pennsylvania Ave., NW, Washington, D.C. 20460; and to the Office of Information and Regulatory Affairs, Office of Management and Budget, Washington, D.C. 20503.

The information on this form is required to enable the U.S. Environmental Protection Agency to determine whether applicants and prospective recipients are developing projects, programs and activities on a nondiscriminatory basis as required by the above statutes and regulations.

EPA Project Control Number

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, LOANS AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans, and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31 U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Herbert J. Tennes, Washington County Chairperson

Typed Name & Title of Authorized Representative



07/08/14

Signature and Date of Authorized Representative

**KEY CONTACTS FORM**

Authorized Representative: *Original awards and amendments will be sent to this individual for review and acceptance, unless otherwise indicated.*

Name: JAY SHAMBEAU

Title: ADMINISTRATOR, PLANNING & PARKS DEPT.

Complete Address: 333 E. WASHINGTON ST., SUITE 2300 - PO BOX 2003
WEST BEND, WI 53095-2003

Phone Number: 262.335.4445

Payee: *Individual authorized to accept payments.*

Name: JAY SHAMBEAU

Title: ADMINISTRATOR, PLANNING & PARKS DEPT.

Mail Address: 333 E. WASHINGTON ST., SUITE 2300 - PO BOX 2003
WEST BEND, WI 53095-2003

Phone Number: 262.335.4445

Administrative Contact: *Individual from Sponsored Program Office to contact concerning administrative matters (i.e., indirect cost rate computation, rebudgeting requests etc.)*

Name: DEBORA M. SIELSKI

Title: DEPUTY PLANNING & PARKS ADMINISTRATOR

Mailing Address: 333 E. WASHINGTON ST., SUITE 2300 - PO BOX 2003
WEST BEND, WI 53095-2003

Phone Number: 262.335.4772

FAX Number: 262.335.6868

E-Mail Address: deb.sielski@co.washington.wi.us

Principal Investigator: *Individual responsible for the technical completion of the proposed work.*

Name: DEBORA M. SIELSKI

Title: DEPUTY PLANNING & PARKS ADMINISTRATOR

Mailing Address: 333 E. WASHINGTON ST., SUITE 2300 - PO BOX 2003
WEST BEND, WI 53095-2003

Phone Number: 262.335.4772

FAX Number: 262.335.6868

E-Mail Address: deb.sielski@co.washington.wi.us

Web URL: www.co.washington.wi.us/pln

IMPLEMENTATION WORK PLAN

United States Environmental Protection Agency Grant for Community-Wide Assessment of Hazardous Substance and Petroleum Brownfields Washington County, Wisconsin Assessment Coalition

Grant Recipient: Washington County, Wisconsin
333. E. Washington St., Suite 2300
P.O. Box 2003
West Bend, WI 53095-2003

Project Contact: Debora M Sielski
Deputy Planning and Parks Administrator
Washington Co. Planning and Parks Dept.
Telephone: 363-335-4445 Fax: 262-335-6868
E-mail: deb.sielski@co.washington.wi.us

Project Period: October 1, 2014 – September 30, 2017 (3 Years)

CFDA: 66.818; The Small Business Liability Relief and Brownfields
Revitalization Act

RFP: EPA-OSWER-OBLR-13-05: Request for Proposals for Brownfields
Assessment Grants

This project supports:

Environmental Results Goal 3: Cleaning up communities, advance sustainable development, and protect disproportionately impacted low-income, minority and tribal communities. Prevent releases of harmful substances and cleanup and restore contaminated areas.

Objective 3.1: Promote Sustainable and Livable Communities.

1.0 PROJECT

Washington County, Wisconsin was awarded grants for community-wide assessment of petroleum and hazardous substance brownfields. The funds will be used to inventory, prioritize and assess brownfield properties, and perform brownfield area-wide planning within the County. The County intends to achieve these goals by bringing together all available resources to create and prioritize a comprehensive inventory of potential impacted brownfield properties in conjunction with assessment and planning activities to encourage revitalization and reuse of brownfield sites.

2.0 INTRODUCTION AND PROPOSED OUTPUTS AND OUTCOMES

The Small Business Liability Relief and Brownfields Revitalization Act was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible

entities to inventory, characterize, assess, conduct cleanup and reuse planning, remediate, or capitalize revolving loan funds to remediate eligible brownfields sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. Washington County, Wisconsin (the County), as a general purpose unit of local government, was selected for Assessment funding in the FY 2014 Competition. The County applied as the lead applicant for an Assessment Coalition that also included the City of Hartford, Village of Jackson, Village of Richfield, Village of Slinger, and City of West Bend.

The target area for funding initially will be five high priority brownfield sites or areas that were identified by the five city/village coalition members as part of the inventory and prioritization completed in 2013. All of the sites are located within the oldest portions of each urban area (several with development dating to the mid-1800s). The target areas in four of the communities are coincident or adjacent to some of the oldest residential neighborhoods, and areas that now contain the greatest concentrations of residents who are economically distressed, or minorities or members of other sensitive population groups.

As part of developing the Coalition for this proposal, meetings were held with representatives of 12 municipalities (which included the 7 largest cities or villages, and 5 of the townships). In order to better develop an initial scope for the project, each of the local governments was asked to nominate brownfield sites or areas for consideration for possible future assessment. Nominations were obtained from five communities, each of which subsequently committed to participating in the Coalition. An initial prioritization process was used to evaluate 13 nominated target sites or areas that included 47 parcels. At the final stage of this process, each of the Coalition members selected the site or area that was their highest priority in need of assessment based on site selection criteria. Assessment needs for these sites are expected to utilize approximately one-third of the grant funds. Additional sites will be selected following the comprehensive inventory and prioritization, which will provide opportunity for participation by all communities in the County that may have assessment needs not identified as part of the outreach conducted in 2013. Initial target sites include WB Place, a 3.8-acre parcel in the City of Hartford that has been in use as a tannery since the 1840s, former Praefke Brake Manufacturing in the City of West Bend which dates back to the 1920s, the Center Street Redevelopment Area which includes 10 parcels within the historic center of the Village of Jackson, the historic Hwy 175/Village of Richfield Area which includes 12 parcels bordering State Hwy 175 and the former railroad right-of-way for the Chicago, Milwaukee, St. Paul and Pacific railroad, and the former Niphos Coating facility in the Village of Slinger which was subject to an emergency removal action by the EPA to address more than 8,800 gallons of hazardous chemicals that were abandoned in the building.

The goals of the project to be funded by this cooperative agreement are to: (a) complete a community-wide inventory and prioritization of brownfields sites within the County, (b) perform Phase I and Phase II environmental site assessments (ESAs) on priority brownfields sites, (c) complete additional site investigation and remedial action plan development for select sites for which Phase II ESAs are completed, (d) perform community outreach and education related to brownfields, and (e) better connect potential business and other end-users with brownfield sites that can be a focus for redevelopment and reuse. The County looks forward to working with the Coalition partners, WDNR, USEPA, the County Health Department, Economic Development Washington County and other project partners, community-based organizations and stakeholders towards a shared goal of improving economic and environmental conditions, and building a better and more sustainable future for the residents of Washington County.

Progress towards achieving outcomes and outputs will be reported to U.S. EPA via the quarterly progress reports and the Assessment, Cleanup and Redevelopment Exchange System (ACRES).

3.0 MANAGEMENT AND COORDINATION

The County and the other Coalition members have already implemented or completed several key steps that will ensure not only the successful completion of the Project within three years, but the achievement of the desired revitalization outcomes. These steps include the creation of the Site Revitalization Committee (SRC), which is a formal committee authorized by the full County Board of Supervisors, and subject to all public meeting, public records, and other requirements. The SRC is a legal entity with specific responsibilities in terms of site selection and oversight of this or other grants and includes elected officials and municipal administrative and planning staff which ensures that the Program from its inception has the support of elected officials who will be responsible for approving funding for additional public expenditures needed to move most priority sites beyond assessment to successful redevelopment and reuse.

Debora M. Sielski, Deputy Planning and Parks Administrator, Washington County Planning and Parks Department, will manage the grants on behalf of the County. She will be responsible for implementing grant funded activities in accordance with the approved Work Plan. Ms. Sielski will also approve all contracts and reports; coordinate SRC and T/CAS meetings; secure assistance from other County staff as needed, as well as manage project finances.

Project Manager Profile:

Ms. Sielski has more than 20 years of professional experience in public administration, urban and regional planning and landscape architecture, of which the last 16 years have been with Washington County. She holds a Master's Degree in Urban Planning as well as a Bachelor's Degree in Landscape Architecture. She is currently responsible for all planning work at the County including managing the development, coordination, collaboration, and public outreach involved with leading numerous partnerships involving all local governments throughout the County, including the Multi-jurisdictional Comprehensive Plan for Washington County: 2035, the Farmland Preservation Plan, and the Park and Open Space Plan initiatives. She has extensive experience in grant writing and administration, public administration, urban planning, statistical analysis, technical writing, public speaking, project management, intergovernmental collaboration, public participation, stakeholder engagement, and park acquisition, design and development.

4.0 PROJECT DESCRIPTION

The schedule for the projects as outlined below assumes that the Cooperative Agreement (CA) with the U.S. EPA will be formally executed by October 1, 2014.

4.1 TASK 0 – Programmatic Activities

Management of the CA will be the responsibility of the County's Project Manager. This task includes preparing grant progress reports, and general communications about the CA to EPA. As part of advancing the County's Site Revitalization Program and coordination of the SRC and Coalition, the County advanced a qualifications based procurement process meeting the requirements of CFR 31.36, in order to obtain the services of a consultant to assist with public meetings, evaluation, and initial scoring and prioritization of sites. The procurement process

resulted in six proposals. Three firms were interviewed, and based on the interviews and previously submitted qualifications, a contract was executed. As part of grant implementation, the County will submit documentation associated with this procurement process.

Table 1: Activities/Deliverables for Task 0

Activities/Responsible Party	Deliverables	Status or Target Completion Date
Issue request for qualifications (RFQ) and proposal for professional services from environmental consulting firms (<i>Project Manager</i>)	Copy of RFQ	Completed in 2013
Receive proposals from consulting firms (<i>Project Manager</i>)	Listing of proposals received from consulting firms	Completed in 2013
Review statements of qualifications and select consultants (<i>Project Manager and appropriate County Staff</i>)	Notice of selected environmental consulting firm	Completed in 2013
Contract with Environmental Consultant (<i>Washington County</i>)	Execute Contract (Task Order for Grant Implementation)	In progress
Oversee site/project activities of environmental consultant ¹ (<i>Project Manager</i>)	Routine correspondence with consultants, review of monthly invoices and processing payments	Ongoing
Prepare and review required reports and other correspondence with EPA Project Officer (<i>Project Manager</i>)	Quarterly reports, updates to ACRES database, annual audit reports, final reports, other correspondence	Ongoing ²
<p>1 Project Oversight includes managing the consultant activities, reviewing Phase I and II ESAs, Site Investigation Reports and Remedial Action Plans.</p> <p>2 Quarterly reports for quarters ending October 31, January 31, April 30, and July 31 of each year will be prepared within 30 days of the end of each quarter. The quarterly reports will describe cumulative progress on each defined task in this work plan. The annual financial report and the annual DBE report will be prepared in October of each year. The selected environmental consultant will be assisting the Project Manager with the quarterly and annual reporting requirements as needed.</p>		

4.2 TASK 1 – Brownfields Inventory and Site Prioritization

A. Brownfield Inventory

The County will work with a qualified consulting team to prepare the brownfield inventory during which sites will undergo inventory, prioritization, and selection for environmental assessment. Environmental database information will be utilized as well as information from Sanborn fire insurance maps, city directory records, tax delinquencies, and building code violations. The team will evaluate the redevelopment potential of sites based on criteria such as the presence of tax incremental finance districts, proximity to transportation infrastructure, potential for eliminating blight, ownership and access status, and discussions with local developers. For community ranking, the team will kick off a public outreach process incorporated into a regularly scheduled SRC meeting. The rankings (environmental hazards, redevelopment potential, and community priority) will be combined for each site to produce a final site rankings list to guide future decision-making and the next steps in the grant process. As part of the inventory, the County will acquire digital copies of approximately 73 historic Sanborn fire insurance maps that are available for various communities in the County. The maps will be integrated into the County's GIS and used to identify potential brownfield sites as well as to obtain information on historic land uses for other sites identified as part of the inventory.

B. Prioritize and Screen Sites and Determine Site Eligibility

The initial prioritization of sites completed by the SRC in 2013 utilized six general prioritization factors to develop an overall site "score." These factors included (1) the presence of known or suspected environmental contamination and magnitude of known or potential threats to public health or the environment, (2) the redevelopment potential and marketability of the site, (3) community goals and the extent to which redevelopment or reuse of the site could further previously identified community goals or plans, (4) quality of life factors (including the potential to eliminate blight and enhance community livability), (5) ability to obtain access for required assessment activities, and (6) environmental justice considerations (the extent to which the site was having a disproportionate impact on sensitive or at-risk populations). The scoring was narrowed down to 13 redevelopment areas identified by the five local governments as high priority based on these and other local considerations. Each Coalition member selected their highest priority site or area based on these factors.

It is anticipated that up to one-third of requested funding will be utilized to perform assessment or reuse planning activities on these initial priority sites. Subsequent selection and prioritization of sites will be subject to input and approval from the full SRC. The comprehensive inventory and prioritization of sites to be completed as part of Task 1 in conjunction with public outreach activities in Task 4 will ensure that there is opportunity for further input from area residents and other stakeholders both in the nomination of sites and in their prioritization.

C. Execute Property Access Agreements

The process for securing access will vary depending on whether sites are currently owned by local governments versus private parties, whether sites are currently tax delinquent, and whether sites are subject to specific development proposals or sales agreements at the time of assessment. In all instances, it is anticipated that the local governments within which the site(s) are located will have primary responsibility for securing access. This is in recognition that those officials will have the best understanding of access challenges, and will choose to nominate sites for which securing access is a process versus a hope or impossibility. All of the Coalition members have experience negotiating access for these types of sites. For sites that are tax delinquent (such as the former Niphos Coatings site in Slinger), the County has the ability under Wisconsin law to obtain an environmental inspection warrant that can be used to secure access for testing in circumstances where the current property owner is unwilling to provide access. However, the preferred option for all sites (including those that are tax delinquent) will be to secure the willing and legal consent of the property owner through the execution of an access agreement.

Table 2: Activities/Deliverables for Task 1

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Complete Brownfields Inventory (Consultant, County Staff)	Creation of Brownfields GIS Database	Ongoing
Prioritize Sites for Assessment and Screen Sites (Consultant, County Staff, SRC)	Creation of GIS Feature Class	Ongoing
Prepare Site and Property Owner Eligibility Determination Request Forms (Consultant, County Staff)	Site and Property Owner Eligibility Determination Request Forms	Ongoing
Obtain WDNR/EPA Eligibility Letters (Consultant, Project Manager)	WDNR/EPA Eligibility Letters	Ongoing
Execute Property Access Agreements (Individual Coalition Members in which Sites are Located)	Copies of Property Access Agreements	Ongoing

4.3 TASK 2 - Conduct Phase I Environmental Site Assessments (ESAs)

Under the direction of the County, the environmental consulting firm will complete Phase I ESAs at 24 sites. Prior to performing Phase I ESAs, eligibility determination request forms will be prepared and submitted to EPA (for hazardous substance brownfields) or WDNR (for petroleum brownfields) for approval. Upon confirmation of eligibility, Phase I ESAs will be completed in accordance with the All Appropriate Inquiries Final Rule and the standards set forth in the ASTM E1527-13 Phase I Environmental Site Assessment Process.

Table 3: Activities/Deliverables for Task 2

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Conduct Phase I ESAs (Consultant)	Phase I ESA reports	Ongoing

4.4 TASK 3 - Conduct Phase II ESAs, Site Investigations, and Remedial/Reuse Planning Activities

On sites that meet the site-specific eligibility requirements, and are approved for use of EPA funds, by the EPA (hazardous substance brownfields) and/or WDNR (petroleum brownfields), the County may use the assessment funds to conduct Phase II ESAs, site investigations, remedial planning and other brownfield reuse planning activities. Phase II site investigation activities are likely to include soil and groundwater sampling and may include magnetometer surveys, trenching to confirm anomalies, asbestos surveys and sampling for other hazardous building materials. Additional field services provided by EPA may include geophysical characterization, such as ground penetrating radar or electro-magnetic surveys. Greener and Sustainable Remediation principles will be incorporated into project tasks using the ASTM Greener Cleanup Standard Guide. It is anticipated that the scope of work and deliverables for this task to be completed by the environmental consulting firm will include:

- Preparation of one (1) QAPP;
- Preparation of approximately eight (8) site-specific sampling and analysis plans (SAPs) and health and safety plans (HASPs);
- Completion of approximately eleven (11) Phase II ESAs;
- Completion of four (4) asbestos and hazardous materials pre-demolition or renovation surveys;
- Preparation of eight (8) remedial action options reports (ROARs) and/ or remedial action plans (RAPs)
- Completion of two (2) brownfields area-wide reuse plans.

Table 4: Activities/Deliverables for Task 3

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Prepare a QAPP (Consultant)	QAPP	Fall/Early Winter 2014
Prepare SAPs for each site (Consultant)	SAPs	Ongoing
Prepare OSHA-compliant HASPs for each site (Consultant)	HASPs	Ongoing
Conduct Phase II ESAs (Consultant)	Phase II ESA Reports	Ongoing

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Complete Asbestos and Hazardous Building Material Surveys and Sampling	Asbestos Survey Reports; Pre-Demolition/Renovation Survey Reports	Ongoing
Prepare Remedial Action Option Reports (RAORs) and Remedial Action Plans (RAPs) (Consultant)	RAORs and RAPs	Ongoing
Complete brownfields area-wide reuse plans (AWPs) (Consultant, County Staff, Coalition Member Staff)	Brownfields AWP	Ongoing

4.5 TASK 4 - Community Outreach and Involvement

Since 2010, the County has proactively involved Washington County communities in development and advancement of a brownfields-focused Site Revitalization Program (Program). To lead this effort, in early 2013, the County established a Site Revitalization Committee (SRC) to guide and advance brownfield redevelopment, community outreach and involvement, reuse planning and site assessment. The ten representatives on the SRC (www.co.washington.wi.us/SRP) include two County Board Supervisors (Raymond Heidtke, Town of Jackson Chairperson and County Board Supervisor; Paul Ustruck, County Board Supervisor, representing Co. Executive Committee), the current administrators from four of the Coalition members (T.J. Justice, City of West Bend; John Walther, Village of Jackson; Jessi Balcom, Village of Slinger; and Jim Healy, Village of Richfield), the City Planner (Justin Drew) for the City of Hartford, the Coordinator for County's Workforce Development Center (Lisa Maylen), the Executive Director of the County's lead economic development organization (Christian Tscheschlok, Economic Development Washington County), and a commercial real estate professional (Curt Pizen, NAI MLG).

The Coalition plans to convene the SRC on at least a bi-monthly basis, with the public meetings widely promoted. In addition to SRC meetings, the County will hold public meetings annually, inviting residents and other stakeholders to participate in the site selection process, cleanup decisions, and reuse planning performed as part of the grant-funded Project. To provide additional technical expertise as well as outreach to community organizations, a Technical/Community Advisory Subcommittee (T/CAS) with representatives from community-based organizations, the Washington County Health Department, and other stakeholder groups, is being formed. The T/CAS will provide input to the SRC, and provide input on site selection, reuse planning, and other considerations.

Key lessons learned from past revitalization projects that guide the outreach approach for this Project include: 1) interactions should be framed around the effects brownfields have on communities, rather than the brownfields themselves; 2) it is important to employ a number of communications strategies tailored to the audience, including meetings, social media, traditional media, direct mail, and other methods; and 3) a successful outreach program must be multi-tiered to engage all stakeholders in meaningful ways. The following is a summary of the planned multi-tiered engagement approach.

Following the grant award announcement, the County will draft a press release for circulation in the local newspapers. The County will also place advertisements on local radio stations, as well as local access television. Also upon notice of award, the County will schedule a public kick-off meeting in tandem with an SRC meeting, and individual kick-off meetings at locations within Hartford, Jackson, Richfield, Slinger, and West Bend to inform citizens and stakeholders in each

target area about the Project. SRC members will assist in outreach to their constituents. The Riveredge Nature Center will assist in organizing attendance by community residents and other stakeholders. The Casa Guadalupe Education Center will assist with organizing attendance by members of the Hispanic community. The Healthy People Project of Washington County will help distribute information to residents and stakeholders who may have an interest in supporting trail and recreational facility development. The United Way of Washington County will assist with communication of information to economically disadvantaged residents who are disproportionately located in the target areas which contain high numbers of brownfield sites.

During the meetings, the County Coalition team will provide the public with background information on and solicit input regarding: the overall Program; the sites previously nominated for assessment and other sites of potential concern; health and welfare issues related to these sites; and reuse or redevelopment opportunities. As the Program advances, the County will report on Project progress at open forums, such as municipal board/council meetings. The County will also distribute information through the existing Site Revitalization Program website (www.co.washington.wi.us/SRP) which will serve as the foundation for ongoing web-based communication. The County and SRC members will also distribute information through their websites, newsletters, LinkedIn, Twitter, and blog posts as well as direct notice to community organizations and local newspapers.

Although it is anticipated that a majority of Project communications will be in English, it is important that non-English speaking households are aware of environmental activities that directly impact them, and as a result the County will work with Casa Guadalupe Education Center to develop and distribute information in Spanish as well as offer translation and interpretation services as needed, as impacted families are identified.

Table 5: Activities/Deliverables for Task 4

Activities/Responsible Party	Deliverables:	Status or Target Completion Date
Media Partnerships	Newspaper Articles	Ongoing
Education Partnerships	Handouts, lesson plans, or other deliverables	Ongoing
Stakeholder Group Meetings	Meeting Summary Notes and Agenda	Ongoing
SRC Meetings	Meeting Summary Notes and Agenda	Ongoing

5.0 BUDGET FOR EPA FUNDING AND LEVERAGING OTHER RESOURCES

Table 6 below presents a budget summary for the two assessment grants.

Table 6: Budget

Budget Categories	Task 0	Task 1	Task 2	Task 3	Task 4	Totals
	Programmatic Activities	Brownfields Inventory and Site Prioritization	Phase I ESAs	Phase II ESAs, Site Investigations, and Remedial/Reuse Planning	Community Outreach and Involvement	
Budget for Community Wide Assessment Grant for Hazardous Substance Brownfields						
Personnel						
Travel	\$2,000				\$650	\$2,650
Equipment						
Supplies		\$850			\$750	\$1,600
Contractual	\$5,000	\$8,000	\$48,000	\$215,500	\$19,250	\$295,750
Other						
SUBTOTALS	\$7,000	\$8,850	\$48,000	\$215,500	\$20,650	\$300,000
Budget for Community Wide Assessment Grant for Petroleum Brownfields						
Personnel						
Travel	\$2,000				\$650	\$2,650
Equipment						
Supplies		\$850			\$750	\$1,600
Contractual	\$5,000	\$8,000	\$48,000	\$215,500	\$19,250	\$295,750
Other						
SUBTOTALS	\$7,000	\$8,850	\$48,000	\$215,500	\$20,650	\$300,000
Budget Summary (Both Grants Combined)						
Personnel						
Travel	\$4,000				\$1,300	\$5,300
Equipment						
Supplies		\$1,700			\$1,500	\$3,200
Contractual	\$10,000	\$16,000	\$96,000	\$431,000	\$38,500	\$591,500
Other						
TOTALS	\$14,000	\$17,700	\$96,000	\$431,000	\$41,300	\$600,000

ESA = environmental site assessment, RAP = remedial action plan, SI = site investigation

Please note that for all budget items described below, it is assumed that the referenced budget will be divided evenly between the hazardous substance and petroleum grant funding.

Task 0: Programmatic Activities (\$14,000) - The budget for Task 0 includes travel costs (for airfare, hotel, meals and conference fees) for two County staff to attend two EPA-sponsored National Brownfields conferences (or alternative relevant conferences if the EPA conferences are not held as anticipated). Travel costs are estimated at \$1,000 per person per conference based on discussions with previous EPA Brownfield Grant managers/conference attendees and average costs they reported. The contractual budget included \$10,000 for the consultant, for assistance to be provided with reporting and other eligible programmatic activities.

Task 1: Brownfield Inventory, Site Eligibility Determinations, and Access Agreements (\$17,700) - The County will undertake an inventory of existing and potential future brownfield properties located within the County. The budget includes \$16,000 for an estimated 160 hours of work by

the consultant at a blended rate of \$100/hour. It is anticipated that the work by the consultant will include approximately 40 hours of records research, 40 hours of GIS data entry, 40 hours of interviews with community representatives, and 40 hours of work related to presentations and meetings. Also included under the budget for supplies is a cost of \$1,700 for acquisition of 73 historic Sanborn fire insurance maps available in digital format that will be integrated with the County's GIS and used to help identify historic land uses at sites included on the inventory. The County and other Coalition members will each donate significant in-kind hours for the completion of this task, as detailed on the attached table.

Task 2: Phase I ESAs (\$96,000) – Under the direction of the County, the environmental consulting firm will complete Phase I ESAs at 24 sites at an average cost of \$4,000 per site.

Task 3: Phase II ESAs, Environmental Site Investigations, Remedial/Reuse Planning (\$431,000) – The budget for Task 3 is based on the following assumed project deliverable and representative costs:

- One quality assurance project plan (QAPP) at an estimated cost of \$8,000;
- 4 asbestos/hazardous building material surveys at an average cost of \$6,500 (\$26,000 total);
- 7 Phase II ESAs at small sites at an average cost of \$20,000 (\$140,000 total);
- 4 Phase II ESAs at large sites at an average cost of \$35,750 (\$143,000 total);
- 8 remedial action plans at an average cost of \$8,000 (\$64,000 total); and
- 2 brownfields area-wide reuse plans at an estimated cost of \$25,000 (\$50,000 total).

The budgeted costs for the asbestos/hazardous building surveys and Phase II ESAs include \$750 per site for preparation of site-specific sampling and analysis and health and safety plans. Please note that \$10,000 in budget allocated in the grant application under this task for assistance to be provided by the consultant with preparation of quarterly and annual reports, and other planning activities has been included under Task 0.

Task 4: Community Outreach and Involvement (\$41,300) – To maximize the extent to which community residents and other stakeholders can provide meaningful input to the Project, a comprehensive community outreach program will be performed that will include public meetings and forums, development and distribution of marketing and informational materials, and joint outreach and education efforts with community partner organizations. The estimated costs for specific outreach activities or outputs to be performed by the consultant(s) are summarized below.

- Meeting outreach, facilitation and management including SRC, public/community, property owner meetings (150 hours @ \$100/hour = \$15,000 total);
- Document preparation, including project fact sheets, press releases, agendas, minutes, newsletter submissions, etc. (65 hours @ \$100/hour = \$6,500 total); and
- County website and other online communications management and updates (30 hours @ \$100/hour = \$3,000 total)
- EDWC website integration and content development focused on connecting prospective end users and local stakeholders with information on revitalization sites (\$14,000)

Budgeted supply costs for Task 4 of \$1,500 include \$500 for printing costs, \$250 for mailing expenses associated with public notices, and \$750 for display boards and graphic displays at public meetings. Travel costs allocated under this task in the grant application for participation in EPA or other brownfields conferences have been included under Task 0. Travel costs for mileage of \$1,300 related to travel by County staff to meetings throughout the County has been added to the budget for this task.

**SUMMARY OF TIME COMMITTED BY WASHINGTON COUNTY, WISCONSIN BROWNFIELD ASSESSMENT COALITION
MEMBERS AND EDWC FOR IMPLEMENTATION OF U.S. EPA COALITION GRANT**

Name	Title	Est. Hours over 3 year grant cycle	Salary/ Benefits per hour	Total In-Kind Contribution
Washington County In-Kind Contribution				
Deb Sielski ¹	Deputy Administrator	380	\$ 58.24	\$ 22,131.20
Joshua Glass ²	Planner	130	\$ 40.52	\$ 5,267.60
Joanne Wagner ³	Office Manager	50	\$ 37.75	\$ 1,887.50
Eric Damkot ⁴	GIS Manager, Washington County	30	\$ 46.96	\$ 1,408.80
Karen Long ⁴	GIS Analyst/Technician	60	\$ 40.52	\$ 2,431.20
Scott Schmidt ⁵	County Engineer/County Surveyor	24	\$ 60.31	\$ 1,447.44
Kimberly Nass ⁶	County Attorney	82.5	\$ 68.00	\$ 5,610.00
City of Hartford In-Kind Contribution ⁷				
Justin Drew	Director of Community Development	50	\$ 59.29	\$ 2,964.50
Village of Slinger In-Kind Contribution ⁷				
Jessi Balcom	Village Administrator	25	\$ 56.22	\$ 1,405.50
Jim Haggerty	DPW Director/Village Engineer	2	\$ 59.15	\$ 118.30
Village of Richfield In-Kind Contribution ⁷				
James Healy	Interim Village Administrator	15	\$ 38.08	\$ 571.20
City of West Bend In-Kind Contribution ⁷				
TJ Justice	City Administrator/Development Dir.	33	\$ 52.06	\$ 1,717.98
Mark Piotrowicz	City Planner/Operations Manager	24	\$ 32.43	\$ 778.32
Economic Development Washington County (EDWC) In-Kind Contribution ⁸				
Christian Tscheschlok	Executive Director	178.5	\$ 50.96	\$ 9,096.63
Deborah Reinbold	Business Solutions Specialist	209	\$ 26.92	\$ 5,626.92

Grand Total In-Kind Contribution - \$ 62,463.10

Note: 1 - Estimated In-Kind Contribution as Project Manager/Director including contract administration, grant reporting, coordinating coalition, staffing SRC and T/CAS meetings, and overseeing work performed by environmental or other consultants contracted to implement the grant. 2- Estimated In-Kind Contribution as Assistant Project Manager. 3 -Estimated In-Kind Contribution including minutes, agendas and media postings for SRC and T/CAS. 4 - Estimated In-Kind Contribution for integrating inventory and prioritization of brownfield sites into the County GIS database. 5 - Estimated In-Kind Contribution for identifying and finding solutions for infrastructure challenges at brownfield sites. 6 -Estimated In-Kind Contribution for drafting, reviewing and/or revising EPACooperative Agreement, agreements with Coalition members and site access agreements. 7 - Estimated In-Kind Contribution includes attendance at SRC meetings, community public meeting, securing access to sites, and reviewing reports. 8 - Estimated In-Kind Contribution includes attendance SRC and T/CAS meetings, public meetings, redevelopment consulting and contribution to area-wide plans and remedial action plans.